

The Falmouth & Exeter Students' Union Student Council

SU Distant Learning Officer
Role Descriptor



SU Distant Learning Officer

Short Description:

You will be working with SU Presidents, SU staff, and the SV Team to make improvements to the experience of all distance learning students studying at Falmouth and Exeter Universities.

Status:	Part-Time Officer
Elected:	By secret ballot by all Falmouth and Exeter students
Term of Office:	1 Academic Year
Accountable to:	The student body via SU Board of Trustees, SU Student Council, Annual General Meeting and Union General Meetings
Member of/attends:	SU Student Council (twice a term) 1:1 with SU President Falmouth (twice termly) Regular Updates with SU Student Voice staff Other groups or meetings as appropriate and mandated
Hours:	As the role requires and can be flexible dependent on studies.
Remuneration:	This is a voluntary role, however, out of pocket expenses will be paid where appropriate.

Role Summary:

- To represent and campaign on distance learning issues;
- To work closely with the SU President Falmouth, SU academic officers, the student rep system, and the SU Student Voice Team, to strengthen off-campus academic representation within SU.

Responsibilities:

1. To attend all meetings as required by the role;
2. To maintain an awareness of and encourage student involvement in NUS academic campaigns and other regional, national and international campaigns of relevance to students where appropriate;
3. To work with SU colleagues to deliver on agreed SU priorities regarding distant-learners;

General Duties:

1. To undertake training as required to fulfil your role;
2. To conduct yourself appropriately as a public representative of students and SU.
3. To make yourself known to the students you represent;
4. To effectively communicate information and plans with relevant members of the SU team;
5. Ensure that SU policies and procedures are adhered to at all times, and where appropriate, make recommendations and contribute to the amendment or development of a policy;
6. Carry out duties within the scope of the role as set out in the SU Constitution & By-laws or as mandated by the SU Board of Trustees, SU Student Council, Referenda and General Meetings;
7. To regularly provide a written report to the SU Student Council on duties undertaken;
8. To promote SU and student involvement in line with SU branding and marketing guidelines;
9. To deliver a handover for your successor;

Additional Responsibilities

We may require additional support in disseminating key information through your elected channels of communication to the students you represent, including promotion of:

- SU Course Rep Elections (nomination and voting)
- SU Student Council Elections (nomination and voting)
- SU President Elections (nomination and voting)
- SU Awards (nomination and voting)
- SU Postgraduate Society events

Key Contacts

- SU President Falmouth (Mentor)
- SU Education Officers
- SU Student Voice Team
- SU Postgraduate Society
- Deputy Vice Chancellor (Academic)